



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents, Business Managers, Treasurers, Bookkeepers,
Directors of Special Education, Directors of Vocational Education, Charter School
Sponsors, Charter School Organizers, and Other Interested Parties

FROM: Melissa K. Ambre, Director Office of School Finance

DATE: August 5, 2009

SUBJECT: 2009 Budget Workshop- Webcast Available

As stated in the Department's July 28 memorandum, the Department of Education Budget Workshop will be held on Wednesday, August 12, 2009, at MSD Warren Township Performing Arts Center, 9500 East 16th Street, Indianapolis, beginning promptly at 9:00 a.m. Eastern Daylight Time.

The link to access workshop material can be found at:
<http://www.doe.in.gov/finance/09BudgetWorkshop.html>

The Department is going to provide two means of viewing and participating in the workshop. There will be a live audience at the MSD Warren Township Performing Arts Center for those who are within driving distance of Indianapolis, and a live webcast for those who wish to take advantage of it. The link to the webcast is: <http://media.doe.in.gov/live/budgetworkshop.html>. We ask you to please limit your viewing to one location in your corporation.

On the day of the webcast, go to the link above and read the instructions. You may join the meeting anytime after 8:40 a.m. EDT. The program will begin at 9:00 a.m. EDT. The computer on which you plan to view the workshop should have either speakers or the capability for you to use earphones. We also offer the option for you to use your telephone to receive audio. Read instructions carefully as one of these two options may be better for you and the location you plan to view the program. You will not have the capability to ask questions via the telephone during this event – questions can be emailed to mambre@doe.in.gov during or after the program. The Office of School Finance will address questions in a written memorandum that will be distributed to all school corporations.

In preparation for this event, we will be conducting a series of tests to help you become familiar with the technology we plan to use. Below is a schedule of tests:

Wednesday, August 5nd, 2009 from 2:00 p.m. EDT - 2:30 p.m. EDT
Thursday, August 6th, 2008 from 9:00 a.m. EDT – 9:30 a.m. EDT.

Friday, August 7th, 2009 from 8:30 a.m. EDT – 9:00 a.m. EDT
Monday, August 10th, 2009 from 10:00 a.m. EDT – 10:30 a.m. EDT
Monday, August 10th, 2009 from 1:30 p.m. EDT – 2:00 p.m. EDT

Feel free to join any or all of these tests to make sure you can receive our signal via the Internet. Go to the [link provided in the second paragraph](#) to gain access.

Additionally, the workshop will be recorded and posted to the DOE Office of School Finance website to allow individual viewing at a later date.

Because school will be in session, there will be limited parking available. We encourage individuals not in close proximity to Indianapolis to participate via webcast. Attendance by appropriate personnel is strongly recommended by one of the available means provided.